

1998 Community-based Service-learning Subgrantee General Information and Concept Paper Instructions

General Information

The California Commission on Improving Life Through Service will submit its application for Community-based Service-learning to the Corporation for National Service no later than April 1, 1998. The Commission can request up to \$600,000 over a three-year period to support community-based service-learning programs that advance knowledge about implementing, operating, expanding, and institutionalizing effective service-learning efforts within community-based organizations. The Commission anticipates four subgrantees.

Community-based service-learning programs must be operated by community-based organizations, and serve school-aged youth from kindergarten through twelfth grade and out-of-school youth up to age 17. Although encouraged, community-based service-learning does not require connections to school curricula. Curricula preferences do not exist, but funding priority will be given to applicants that coordinate their program with the America Reads Challenge and/or provide after-hour services.

All subgrantees receiving funding commit to participation in an intensive evaluation of program effectiveness.

Subgrantees may apply for a three-year grant; however, grant requests may not exceed \$50,000 in any given year. Applicants will be required to provide a local match (cash or in-kind) for funding received – 10% for the first year, 20% for the second year, and 30% for the third year.

Applications are due to the Commission no later than 5:00 p.m., Tuesday, March 24, 1998. Upon receipt of the applications, Commission staff will review the applications and incorporate acceptable program designs into the state application to be submitted to the Corporation for National Service (CNS) no later than April 1, 1998. Inclusion in the state application in no way guarantees funding for an applicant, as CNS retains the decision to fund, or not to fund, California's application. Applicants will be notified if they are included in the state submission. Programs included in the state submission will be required to complete a more in-depth application and supporting budget documents.

Applicants must include the following in their submission to the Commission:

1. Title Page
2. Program Narrative (not to exceed five pages)
3. Budget Narrative (identify all proposed expenditures over \$3,000)

Applicants should forward three complete, unbound applications. Facsimiles will not be accepted. Applications must be received by 5:00 p.m. on Tuesday, March 24, 1998. Applications should be sent to:

Maria Vail
California Commission on Improving Life Through Service
1121 L Street, Suite 103
Sacramento, CA 95814

Questions regarding this process or community-based service-learning can be forwarded to Maria Vail, (916) 327-3733.

Community-based Service-learning Title Page

Organization _____

Program Title _____

Program Director _____

Address _____

Phone Number _____ Fax Number _____

E-mail Address _____

Grant Requested Year One _____ Year Two _____ Year Three _____

Please note that requests cannot exceed \$50,000 in any given year. A 10% match is required for the first year, 20% match the second year, and 30% match the third year.

Number of Participants _____ Age Group Targeted _____

Specific Population(s) Targeted _____

Area of Need To Be Addressed

_____ Education _____ Environment _____ Public Safety _____ Other Human Needs

Program Director Signature _____ Date _____

Program Narrative Instructions

Please address the questions below, keeping within the following guidelines: 5 pages maximum, typed, double-spaced, with one inch margins in a font no smaller than 12-point Palatino or Times; on 8 1/2 x 11 inch white paper, one side counts as one page.

Needs, Goals, and Objectives

- Describe the educational, public safety, environmental, or other human needs to be addressed with the service-learning strategy.
- Discuss the level of participant impact you expect from the program. How will you identify and track changes in participant knowledge, skills, or attitudes that occur as a result of the service-learning program? What are the learning outcomes you anticipate participants will achieve?
- Discuss the anticipated level of community and institutional impact.

Design and Activities

- Describe the service-learning model you will operate. Describe its structure (e.g., staffing and supervision, local partners, numbers of participants, how participants are identified, hours and days of operation, etc.) How will the plan build or expand on existing, successful models?
- What curriculum will be used to integrate the service and learning objectives of the program?
- What types of service activities will participants engage in?
- Describe any major partnerships that represent the commitment of significant personnel, funding, materials, facilities, etc. Describe the roles and responsibilities of major partners. Will the program be coordinated with federally and/or non-federally assisted education and training programs? Describe the manner and extent to which activities may be coordinated with other Corporation programs and initiatives, such as AmeriCorps and the America Reads Challenge.
- Describe the training that will be provided to the program staff and what training you think the Commission should provide for the program network as a whole.

Organizational Capacity

- Clearly describe your capacity to manage a community-based service-learning program.